

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**           **UTILITIES DIRECTOR**

**DEPARTMENT:**   **UTILITIES**

**BASIC FUNCTION:**

Under broad administrative direction, responsible for policy development, fiscal management, administration and operation of all water, wastewater and storm drain functions, programs and activities. Provide oversight and administration of the solid waste and recycling programs. Serve the customer base of Carlsbad's utilities and diversified assets, build and operate infrastructure and manage energy commodities. Perform highly responsible and complex professional administrative work; and perform related responsibilities as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position reporting directly to the Deputy City Manager. This incumbent provides general strategic and administrative direction to the City departments that are assigned, which typically include water, recycled water, wastewater, storm drains, solid waste, recycling, and energy management. This position functions as the General Manager for the CMWD.

**KEY RESPONSIBILITIES:**

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy and procedure, and staffing and organizational requirements for Utilities Management, in alignment with guiding principles adopted by the City Council and CMWD Board of Directors.

Develop infrastructure, operate utilities and provide related products and services to the City and the region as applicable.

Work closely with contracting organizations and appropriate federal and state agencies regarding the viability of water supplies; advise the City council on issues and programs.

Consult with and advise City and CMWD representatives on County Water Authority Board and Encina Wastewater Authority Board.

Ensure that the CMWD is in compliance with all contractual and legal requirements regarding the quantity and quality of water provided. Ensure compliance with California Water Code and San Diego's Local Agency Formation Commission.

Direct and review the preparation or examination of public and private engineering plans, specifications, design, cost estimates and legal descriptions for a variety of construction and maintenance projects.

Plan and direct a comprehensive program relating to overall utility goals, objectives, operating policy and procedures.

Comply with current regional and state requirements; participate and collaborate in meeting and adjudicative matters/processes/hearing.

Explore alternative energy resources such as solar energy and wind.

Plan and direct programs relating to production, storage, treatment, transmission and distribution of the water supply, seawater desalination and recycled water.

Plan and direct programs relating to wastewater collection and treatment.

Direct the preparation, development and evaluation of technical studies; analyze and determine necessary actions. Ensure efficient planning and management of contracts.

Coordinate and integrate Carlsbad utility programs and operations with that of other public jurisdictions.

Incorporate environmentally-friendly practices into utility facilities and daily operations; bring awareness of energy efficiency to the community.

Act in concert with the direction of the City Council and CMWD Board to mitigate financial impact of water and other utility interests for the City of Carlsbad and CMWD.

Represent the Carlsbad utility in conferences and studies relating to water supply and administration at local, state and national levels. Make presentations to City Council and CMWD Board, advisory committees, business and educational groups on a variety of department issues.

Establish inclusive citizen involvement that promotes understanding, input and feedback to further the department's mission.

Direct the preparation and implementation of a comprehensive safety program to applicable water/utility issues.

Coordinate and provide responsible staff assistance to the City Manager, City Council, CMWD Board and other City boards and commissions as assigned.

Assist in the development of the City's overall goals, objectives, policies and priorities.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

For areas of responsibility, oversee the preparation, coordination and analysis of annual department budgets; direct the preparation of multiple departmental work programs and annual budgets.

Attend conferences, schools and professional meetings to keep abreast of new developments in water, recycled water, wastewater, storm drains and solid waste programs and administration.

Coordinate activities with other City departments and other public or private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

Water resources and treatment management principles and practices. Water project planning, water resource management, and watershed management.

Principles of organization, administration, budget and human resources management.

Federal, State, municipal laws, statutes, codes and ordinances related to water resources and utilities management. Regulatory analysis and compliance support for water, recycled water, wastewater and storm drain programs.

Business process and performance benchmarking. Data analysis and quality assurance. Local government financial practices and procedures.

Methods and techniques of research, statistical analysis and report presentation.

#### **Ability to:**

Plan, organize and direct the City's Utility Management and Water-related programs.

Provide administrative and professional leadership for the department.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop and administer annual and long-range programs and budgets.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work cooperatively and effectively with management staff, employees and others.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, orally and in writing.

Work well under pressure to meet deadlines.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in civil engineering or related field, and, ten years of progressively responsible professional work experience in the field of civil engineering, public works or a closely related field at an administrative or management level. Substantial management experience in the production, treatment and distribution of a potable water supply.

A master's degree in public or business administration is highly desirable.

### **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret complex situations; learn and apply new information or skills; perform highly detailed work on

multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to difficult to reach sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: July 2010